

BY LAWS OF CHATHAM COUNTY

Green Building and Sustainable Energy (GBASE) Advisory Board

Article I

ORGANIZATION

- Section 1. Name: The name of this organization shall be the “Chatham County Green Building and Sustainable Energy (GBASE) Advisory Board.”

Article II

PURPOSE: The purpose of GBASE is to advise county commissioners on green building and sustainable energy policies and procedures; and, to raise public awareness of green building and sustainable energy techniques and opportunities by providing accurate and up-to-date information about legislation, industry techniques and economic opportunities affecting the county, its communities and individuals.

Article III

ADVISORY BOARD MEMBERS

- Section 1. Number: GBASE shall be composed of 11 voting members who reside within the jurisdiction of Chatham County and have backgrounds, experience, education, training, or interest in green building and sustainable energy. GBASE shall have authority to appoint up to six (6) non-voting members, consisting of individuals or representatives of organizations with specific expertise the Board determines to be helpful in carrying out its advisory mission.

- Section 2. Appointment, Qualifications and Terms:

Appointment: All voting members of GBASE shall be appointed by the Chatham County Board of Commissioners. The selection committee shall solicit and review applications and make recommendations for GBASE membership to the Board of Commissioners. Those recommendations, along with all the applications submitted, shall be transmitted to the Board of Commissioners for their consideration. In order to achieve geographic representation, each Commissioner shall nominate at least two applicants from the roster supplied by GBASE.

- i. Open positions will be advertised.

- ii. Terms: Initially, voting members shall be appointed to staggered terms of two and four years, and subsequently all members will be appointed to four-year terms with the intent that approximately one-half of the voting members' terms shall expire every two years. Following the initial appointments to this board, all terms shall expire at the conclusion of the first Monday of March or when a replacement has been appointed by the County Commissioners, whichever occurs last. Vacancies resulting from a cause other than expiration of the term shall be filled only for the unexpired portion of that term. Voting members are eligible for two (2) consecutive four-year terms.
- iii. Qualifications: The Chatham County Commissioners shall make their appointments from a roster of candidates who have completed the formal application and review process conducted by GBASE.
- iv. Removal: Failure to attend three monthly meetings in a row or four monthly meetings during a twelve-month period shall be grounds for removal from GBASE by the Chatham County Board of Commissioners. Any member may be removed by the Board of Commissioners for violating GBASE's Conflict of Interest Policy.
- v. Appointments for vacancies due to removal or resignation: The Chatham County Commissioners shall fill a vacancy resulting from either removal or resignation of a member from a roster of candidates who have completed the formal application and review process conducted by GBASE, as outlined in Section 2 of Article III.

Article IV

OFFICERS

- Section 1. Officers of the Board: The officers of GBASE shall consist of a Chair of the Board and a Vice Chair. Only voting members are eligible to serve as officers. Officers shall be chosen by the majority of board members in attendance at the June regular meeting.
- Section 2. Chair of the Board: Members of the GBASE will elect the Chair of the Board at the June regular meeting. The Chair shall preside at all GBASE meetings. The Chair shall perform such other duties as authorized by GBASE.
- Section 3. Vice Chair: The Vice Chair of the Board shall perform such duties as from time to time may be assigned to him/her by the Chair or the GBASE advisory board.

Article V

ELECTIONS

- Section 1. Majorities: Officers shall be elected by a majority of the voting members attending the June regular meeting.
- Section 2. Process: Voting shall occur at the end the June regular meeting.

Article VI

COMMITTEES

- Section 1. Formation of Ad Hoc Committees: GBASE shall establish committees as deemed necessary and appoint committee members and any officers to carry out the charges for which the committee was formed.

Article VII

MEETINGS

- Section 1. All meetings shall be conducted generally in accordance with the latest edition of Robert's Rules of Order.
- Section 2. Open Meetings: All official meetings, including all the committees, subcommittees, and task forces, of GBASE shall be in compliance with the Open Meetings Law of North Carolina (North Carolina General Statutes 143-318.10-18).
- Section 3. Regular Meetings: Regular meetings of the GBASE shall be held in accordance with these bylaws and the requirements of the Open Meetings Law of North Carolina (North Carolina General Statutes 143-318.10-18). The date, time, and location of the meetings will be determined by the Board on at least an annual basis and posted on GBASE's County website location. Any change in the place or time of a regular scheduled meeting must be sent via e-mail to all members of the board at least seven (7) day before the meeting and, in addition, notice of the meeting shall be provided to the public as provided by the Open Meetings Law of North Carolina. Members may participate in meetings and vote via telephone conference call provided a speakerphone is available at the meeting so the public may listen.
- Section 4. Special Meetings: Special meetings of GBASE may be called by or at the request of the Chair of the Board, or any three members with appropriate notice on the county website.
- Section 5. Quorum: A quorum shall equal a majority of the voting members.
- Section 6. Absentee or Proxy Voting: No absentee or proxy voting will be allowed.
- Section 7. Minutes: Minutes shall be taken by a voting member or county staff assigned by the county manager's office.

Article VIII

AMENDMENTS

Section 1. Amendments: Recommendations to amend or repeal bylaws may be adopted at a regular or special meeting by the affirmation vote of two-thirds (2/3) of the voting members, providing that the amendment or new bylaws have been submitted in writing to the voting members not less than two-weeks prior to the meeting. All proposed amendments or a repeal of the bylaws must be approved by the Chatham County Board of Commissioners.

Article IX

CONFLICT OF INTEREST

Section 1. Conflict of Interest: GBASE shall follow the Conflict of Interest Policy, herein attached.